



Service Desk Informer

Providing Our Customers with Updates & Changes

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SERVICE DESK
410-260-7778



Fax:
410-974-2092

Don't want to call?
Use our email option:

E-mail:
SERVDESK@DBM.STATE.MD.US



Common YEC Errors



EX5 - NO PRIOR PERIOD POST – Check the date of the document you are trying to post. If it is a last month's date and you receive this error, you probably don't have the security to post documents for a prior period. See your Security Officer or call the Service Desk.

D66 – WRONG USER CLASS – When a batch is created in the wrong user class there is nothing that can be done to correct this. You have to delete the batch and start over. To ensure you are in the correct user class log out of R*STARS and back in selecting the correct user class or link the UC and change your user class.

FB6 – DOCUMENT DATE MUST BE ON OR BEFORE THE EFFECTIVE END DATE ON THE APPROPRIATION NUMBER PROFILE SCREEN. SEE SCREEN 20. – In order to use a specific appropriation number you must check the effective start and end dates on the 20 screen in R*STARS.

E23 – INVALID EFFECTIVE DATE – Check your effective date on your document and verify. Most common effective date errors are the wrong year and/or month.

FL1 – NOT ENOUGH MONEY IN APPROPRIATION. SEE SCREENS 26 and 62 – This usually means you are out of money in the particular fund or appropriation you are trying to use. Call the Service Desk and we will walk you through the process

Any questions having to do with YEC, please call the Service Desk for assistance.



Be on the
Lookout for
Upcoming Changes
to FOCUS

As part of our ongoing effort to improve Focus resources and Focexec run times, the ADGLDTL will be split into two databases, Archive Data and Current



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Data. Each of these tables will be accessed separately allowing FOCUS programs to run quicker by accessing only the fiscal years required. You will also be able to combine them together to provide all detail information across all fiscal years. The Current Data table will be updated on a daily basis by the nightly Ad-Hoc batch cycle. The Archive Data will be fixed and will not change.

<u>Data Type</u>	<u>MFD Name</u>	<u>Fiscal Years</u>
Archive	ADGLNARC	1994 – 2001
Current	ADGLNDTL	2002 and up

With these files being split into two databases, the fiscal year will now be a part of the Index for each Master File. Adding this indexed field to your "WHERE" statements, if possible, will vastly improve your run times.

NOTE: Your "TABLE FILE" statements will need to be changed to reflect the new MFD names.

FOCUS customers will be receiving more detailed information in the upcoming weeks about these new improvements to the application. In the mean time, start planning ahead and thinking about the name changes that will be necessary for you to make in order to make this transition successfully. These changes will not take place until after the YEC process is completed. If you have questions, call the Service Desk and the FOCUS team will be back in touch with you.

Please make sure that the Service Desk has your correct email address. The next time you call the Service Desk, please verify that your information is correct.

Dates to Remember for YEC



FMIS will shut down at approximately 4:00 P.M. on **June 30, 2005.**

begin.

A batch cycle will be run for the work of **June 30th**, and the rollover of financial balances to the new fiscal year will

If all goes as planned, FMIS should be available on **July 2, 2005**, the start of the new fiscal year.

FMIS will not be available on **July 1, 2005, July 3, 2005 and July 4, 2005.**

Saturday batch cycles will begin on **July 9** with the last one being on **August 20, 2005.**

Agencies have until **July 22nd** to record all cash transfer, account receivable, accrued revenue, voucher payable, other payable, accrued expenditure and fixed assets transactions for fiscal year 2005.

The last day to post cash receipt transactions is **July 7th**

The last day to post final interagency cash adjustments is **July 15th**

All transactions applicable to fiscal year 2005 that are recorded in July should be processed with an effective date of **June 31, 2005**, or earlier.

Transactions with a June 31, effective date will be posted in month 13.

ATTENTION – DGS has agreed to change the deadline date of the FIXED ASSETS REPORTS from July 15, 2005 to the new date of September 15, 2005.

Nothing But the FAX –

**ATTENTION – SERVICE DESK
HAS NEW FAX NUMBER**



We have a new fax number at the Service Desk.
Please make sure you make note of it.

410-974-2092